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ABSTRACT

To help schools use community volunteers as part of their guidance program a Community Resource Directory has been developed by South Dakota Career Education in cooperation with District I Youth Services System (Model Rural Development). The guide can be particularly useful when meeting some of the student needs cited in the South Dakota Counselor's Workbook. These needs would include making post high school plans, decision making, developing career awareness, exploring careers, planning careers, and finding jobs and careers. Methods of identifying and using community resources are also discussed in the directory. The Community Resource Directory is developed around the cluster format and can be used as a companion to the Cluster Inetrest Inventory and VIEW. (Author)

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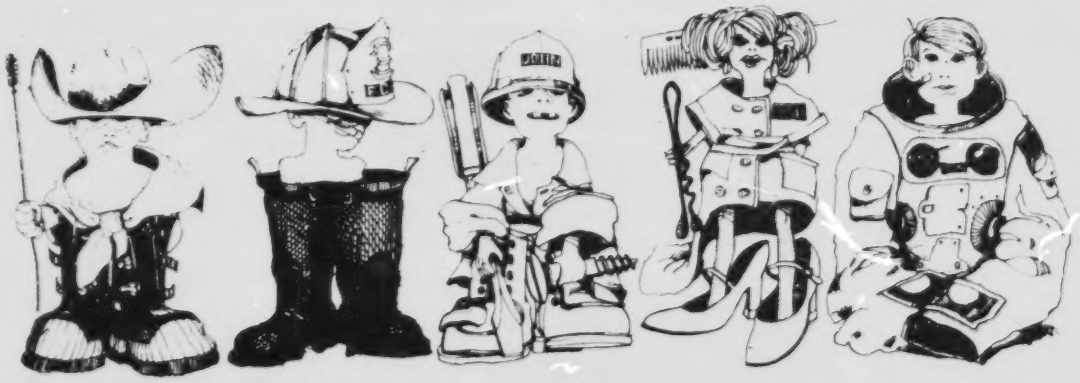
COMMUNITY

RESOURCE



DIRECTORY

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CD 009 658

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COMMUNITY RESOURCES

A number of conventional education programs already make use of community resources for off-campus learning. Visits to museums, parks, and places of historical significance constitute a valuable but traditional part of most school programs. Work-study and cooperative education have been a part of vocational education for nearly a half-century. What is innovative about the use of community learning resources for career education? That will depend upon the imagination, the intensity of use, and the practicality and career relevance of the experience. There is in every community a growing number of retired persons with rich and valuable experience in almost every career field. Service clubs and similar organizations represent another form of human resources. Despite the extensive learning resources available in every community, few schools have actually begun to make effective use of the many talented individuals residing in the community and willing to be of service to the schools.

The purpose of this guide is to help you develop, as a part of your career guidance program, a Community Resource Directory. This guide also suggests some uses of community volunteers in a comprehensive career guidance program.

The use of the community resources can be particularly helpful in meeting the following student needs and objectives as cited in the South Dakota Counselor's Workbook:

STUDENT NEED	OBJECTIVE
1. Developing Career Awareness	To become aware of the world of work and the possible career paths leading to career competency.

STUDENT NEED	OBJECTIVE
2. Exploring Careers	To enable students to explore high interest areas through experiences in and out of the school setting.
3. Planning Careers	To develop a career plan based on self-knowledge and knowledge of the world of work.
4. Finding Jobs & Careers	To assist interested students in obtaining part-time, summer, full-time employment after graduation.

The Community Resource Directory is developed around a 13-cluster format and can be used as a companion to the Cluster Interest Inventory and VIEW. Using the cluster format can result in a survey of the entire range of occupations in the community.

Additional uses of community resource volunteers can be found in the South Dakota Counselor's Workbook and the South Dakota Counselor's Ideabook.

USING COMMUNITY RESOURCE VOLUNTEERS

A. Guest Presentations. Teachers can use the CRD to arrange for resource speakers. The counselor can be contacted for the name(s) and telephone number(s) of potential guest speakers.

B. Career Day. The CRD can be a valuable tool when setting up a career day. Representatives from each career cluster should be available to interested students. To involve the entire staff, teachers can be assigned clusters related to their disciplines and are responsible for arranging speakers. For example, communications and media resource speakers could be contacted by the English and/or speech instructors, with names and telephone numbers obtained through the counselor from the CRD. Career days should be planned to allow each student to attend more than one presentation.

C. Exploratory Experiences. It is often helpful for a student considering a career to spend time with an individual currently employed in the student's high interest area. With the CRD as a guide, the counselor can contact a community resource volunteer and arrange for some type of exploratory experience under actual working conditions. These work experiences may have to take place after school, on weekends or vacations, or during the summer. Some schools allow students time away from school if the exploratory experience is arranged in advance.

D. Field Trips. Field trips can serve as a meaningful career awareness experience. The CRD can help teachers identify businesses willing to conduct tours.

METHODS OF IDENTIFYING
COMMUNITY RESOURCE VOLUNTEERS

A. Organizations and Service Clubs. Contact such local organizations as service clubs, chamber of commerce, labor groups and business, agricultural, and professional organizations. Explain the community-based career awareness program to the organization and request volunteers from the membership. Appendix A, a copy of a letter used to explain the program, and Appendix B, a signup sheet, may be helpful.

B. Parents. Have students take home a letter (such as Appendix C) explaining the career awareness program and requesting parents to volunteer.

C. School Staff. Explain the career awareness program to the entire staff and compile a directory of previous employment, summer jobs, and other work experience. Appendix D is a sample of a school memo that could be used for this purpose.

D. Senior Citizens. A large, usually untapped, reservoir of potential community resource volunteers are senior citizens. Contacting senior citizens and explaining the Community Resource Directory and the career awareness program to them can result in the recruitment of many volunteers. Usually senior citizens are more available and willing to spend more time with students interested in their former careers. Appendix E is a sample of a bulletin that could be used to recruit senior citizens.

E. Cooperative Education. The CRD may also help those schools involved in cooperative education projects locate work experience sites.

Many secretarial programs, for example, provide several weeks of on-the-job training for their students. If a good relationship has been established through other activities, the employer may be more open to becoming involved in a cooperative education program.

SOME THINGS TO DISCUSS WHEN MAKING A

CAREER AWARENESS PRESENTATION

I. SIGNIFICANCE OF THESE CAREERS
   - A. Use and need to the individual
   - B. Use and need to society
   - C. Employment opportunities
   - D. General abilities and aptitudes needed

II. REQUIREMENTS AND NEEDS
   - A. Physical
   - B. Personal
   - C. Educational
   - D. Training
   - E. Interest Factors

III. JOB SATISFACTION
   - A. Location
     1. Indoors-outdoors
     2. Manual-mental
     3. Materials used
     4. Working conditions
   - B. Personal Factors
     1. Physical appearance: white collar, blue collar, etc.

IV. ENTRY AND ADVANCEMENT
   - A. Initial job opportunities
   - B. Potential and means for advancement

V. EDUCATIONAL AND TRAINING OPPORTUNITIES
   - A. Valuable courses in the high school curriculum
   - B. Minimum and maximum training needed to perform within the career area.
   - C. Post-high school training
     1. Trade or vocational school
     2. Evening school
     3. Apprenticeship
     4. Junior college and college
     5. On-the-job training

*This should be sent to volunteers to help them prepare for their presentation. These areas should also be discussed with students.

OCCUPATIONAL CLUSTERS AND JOB FAMILIES

1. AGRI-BUSINESS AND NATURAL RESOURCES

1—Forestry
2—Land and Water Management
3—Fisheries and Wildlife
4—Mining and Quarrying
5—Petroleum and Related
6—Productive Agriculture
7—Agri-Business (Marketing)
8—Agriculture Services
9—n.e.c.

2. BUSINESS, MARKETING AND OFFICE OCCUPATIONS

1—Accouting
2—Secretarial and Office
3—Management
4—Personnel
5—Finance, Insurance and Real Estate
6—Marketing and Selling
7—n.e.c.

3. COMMUNICATIONS AND MEDIA

1—Journalism
2—Telephone and Telegraph
3—Motion Pictures and Records
4—Radio and TV
5—n.e.c.

4. CONSUMER AND HOMEMAKER

1—Textiles and Clothing
2—Housing and Furnishings
3—Food and Nutrition
4—Family Relations and Child Development
5—Extension Service
6—n.e.c.

5. FINE ARTS AND HUMANITIES

1—Visual Arts
2—Authorship
3—Performing Arts
4—Religion and Theology
5—Language and Linguistics
6—History and Museums
7—n.e.c.

6. HEALTH

1—Mental Health
2—Health Technicians
3—Dentistry
4—General Hospital and Clinic
5—Community Health Services
6—Pharmacy
7—Medical Professionals
8—n.e.c.

7. MANUFACTURING AND PROCESSING

1—Machine Trades
2—Assembling
3—Processing
4—n.e.c.

8. PERSONAL SERVICE

1—Domestic Services
2—Lodging and Related
3—Barbering and Cosmetology
4—Drycleaning, Laundry and Apparel
5—Stewards and Attendants
6—Food and Beverage
7—n.e.c.

9. PUBLIC SERVICES

1—Public Officials
2—Urban Development
3—Education
4—Protection and Correction
5—Post Office
6—Public Utilities
7—Labor Affairs
8—Social Services
9—Armed Services
10—n.e.c.

10. RECREATION, TOURISM AND LEISURE TIME

1—Travel Bureaus and Agencies
2—Tourism
3—Recreation
4—n.e.c.

11. SCIENCE, ENVIRONMENT AND ENGINEERING

1—Pollution and The Environment
2—Chemistry and Physics
3—Marine Science
4—Weather
5—Biology
6—Astronomy
7—Mathematics
8—Architecture and Engineering
9—Computer Science and Electronics
10—n.e.c.

12. TRADES

1—Woodwork
2—Metal Work
3—Masonry
4—Electrical
5—Finishing and Painting
6—Heavy Equipment
7—Mechanics
8—Servicemen and Repairmen
9—n.e.c.

13. TRANSPORTATION

1—Highway
2—Rail
3—Airborne
4—Pipeline
5—Water
6—n.e.c.

n.e.c. (not elsewhere classified)

1:1	FORESTRY
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

1:2	LAND & WATER MANAGEMENT
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

1:3	FISHERIES & WILDLIFE
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

1:4	MINING & QUARRYING
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

1:5 INDEX | PETROLEUM & RELATED JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

1:6 INDEX | PRODUCTIVE AGRICULTURE JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

1:7	AGRI-BUSINESS (MARKETING)
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

Those people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

1:8	AGRICULTURE SERVICES
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

Those people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

AGRI-BUSINESS & NATURAL RESOURCES	1:
CAREER CLUSTER	INDEX

1:9	not elsewhere classified
INDEX	JOB FAMILY

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Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

BUSINESS, MARKETING & OFFICE OCCUPATIONS

CAREER CLUSTER

2:

INDEX

2:1

INDEX

ACCOUNTING

JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

Those people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

2:2

INDEX

SECRETARIAL & OFFICE

JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

Those people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

BUSINESS, MARKETING & OFFICE OCCUPATIONS
CAREER CLUSTER

2:
INDEX

2:3
INDEX

MANAGEMENT
JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

2:4
INDEX

PERSONNEL
JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

BUSINESS, MARKETING & OFFICE OCCUPATIONS	2:
CAREER CLUSTER	INDEX

2:5	FINANCE, INSURANCE & REAL ESTATE
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

2:6	MARKETING & SELLING
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

BUSINESS, MARKETING & OFFICE OCCUPATIONS — CAREER CLUSTER | 2: — INDEX

2:7	not elsewhere classified
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

3:1 INDEX | JOURNALISM JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

3:2 INDEX | TELEPHONE & TELEGRAPH JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

COMMUNICATIONS & MEDIA
CAREER CLUSTER

3:
INDEX

3:3
INDEX

MOTION PICTURES & RECORDS
JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

3:4
INDEX

RADIO & TV
JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

COMMUNICATIONS & MEDIA	3:
CAREER CLUSTER	INDEX

3:5	not elsewhere classified
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
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INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

4:1 INDEX | TEXTILES JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____
B. _____ G. _____
C. _____ H. _____
D. _____ I. _____
E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

4:2 INDEX | HOUSING & FURNISHINGS JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____
B. _____ G. _____
C. _____ H. _____
D. _____ I. _____
E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

4:3	FOOD & NUTRITION
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

4:4	FAMILY RELATIONS & CHILD DEVELOPMENT
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

4:5 INDEX | EXTENSION SERVICE JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

4:6 INDEX | not elsewhere classified JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

FINE ARTS & HUMANITIES	5:
CAREER CLUSTER	INDEX

5:1	VISUAL ARTS
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

5:2	AUTHORSHIP
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

FINE ARTS & HUMANITIES
CAREER CLUSTER

5:
INDEX

5:3
INDEX

PERFORMING ARTS
JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

5:4
INDEX

RELIGION & THEOLOGY
JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

FINE ARTS & HUMANITIES	5:
CAREER CLUSTER	INDEX

5:5	LANGUAGE & LINGUISTICS
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

5:6	HISTORY & MUSEUMS
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

FINE ARTS & HUMANITIES — CAREER CLUSTER

5: — INDEX

5:7	not elsewhere classified
INDEX	JOB FAMILY

BEST COPY AVAILABLE

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

HEALTH	6 :
CAREER CLUSTER	INDEX

6 : 1	MENTAL HEALTH
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

6 : 2	HEALTH TECHNICIANS
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

HEALTH	6:
CAREER CLUSTER	INDEX

6:3	DENTISTRY
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

6:4	GENERAL HOSPITAL & CLINIC
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

HEALTH — CAREER CLUSTER | 6: INDEX

6:5 INDEX | COMMUNITY HEALTH SERVICES — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

6:6 INDEX | PHARMACY — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

HEALTH — CAREER CLUSTER | 6: INDEX

6:7 INDEX	MEDICAL PROFESSIONALS JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

6:8 INDEX	not elsewhere classified JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

7:1 INDEX | MACHINE TRADES JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

7:2 INDEX | ASSEMBLING JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

7:3	PROCESSING
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

7:4	not elsewhere classified
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

PERSONAL SERVICE — CAREER CLUSTER | 8: — INDEX

8:1 — INDEX | DOMESTIC SERVICES — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

8:2 — INDEX | LODGING & RELATED — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

PERSONAL SERVICE — CAREER CLUSTER | 8: — INDEX

8:3 — INDEX | BARBERING & COSMETOLOGY — JOB FAMILY

BEST COPY AVAILABLE

Some of the establishments which hire people in this job family are.

A. _____ F _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

8:4 — INDEX | DRYCLEANING, LAUNDRY & APPAREL — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

PERSONAL SERVICE	8:
CAREER CLUSTER	INDEX

8:5	STEWARDS & ATTENDANTS
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

8:6	FOOD & BEVERAGE
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

PERSONAL SERVICE — CAREER CLUSTER | 8: — INDEX

8:7 — INDEX	not elsewhere classified — JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

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PUBLIC SERVICES — CAREER CLUSTER | INDEX

9:1 — INDEX | PUBLIC OFFICIALS — JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

9:2 — INDEX | URBAN DEVELOPMENT — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

PUBLIC SERVICES
CAREER CLUSTER

9:
INDEX

9:3
INDEX

EDUCATION
JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

9:4
INDEX

PROTECTION & CORRECTION
JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

PUBLIC SERVICES — CAREER CLUSTER | 9: — INDEX

9:5 — INDEX | POST OFFICE — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

9:6 — INDEX | PUBLIC UTILITIES — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

PUBLIC SERVICES — CAREER CLUSTER | 9: — INDEX

9:7 — INDEX | LABOR AFFAIRS — JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

9:8 — INDEX | SOCIAL SCIENCES — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

PUBLIC SERVICES
CAREER CLUSTER

9:
INDEX

9:9
INDEX

ARMED SERVICES
JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

9:10
INDEX

not elsewhere classified
JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

RECREATION, TOURISM & LEISURE TIME	10:
CAREER CLUSTER	INDEX

10:1	TRAVEL BUREAUS & AGENCIES
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

10:2	TOURISM
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

RECREATION, TOURISM & LEISURE TIME	10:
CAREER CLUSTER	INDEX

10:3	RECREATION
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

10:4	not elsewhere classified
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

BEST COPY AVAILABLE

11:1 INDEX | POLLUTION & THE ENVIRONMENT JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

11:2 INDEX | CHEMISTRY & PHYSICS JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

SCIENCE, ENVIRONMENT & ENGINEERING	11:
CAREER CLUSTER	INDEX

11:3	MARINE SCIENCE
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

11:4	WEATHER
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

SCIENCE, ENVIRONMENT & ENGINEERING — CAREER CLUSTER | 11: INDEX

11:5 INDEX	BIOLOGY JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

11:6 INDEX	ASTRONOMY JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

SCIENCE, ENVIRONMENT & ENGINEERING — CAREER CLUSTER | 11: — INDEX

11:7 — INDEX | MATHEMATICS — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

11:8 — INDEX | ARCHITECTURE & ENGINEERING — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

SCIENCE, ENVIRONMENT & ENGINEERING — CAREER CLUSTER | 11: INDEX

11:9	COMPUTER SCIENCE & ELECTRONICS
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

11:10	not elsewhere classified
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

TRADES — CAREER CLUSTER

12: INDEX

12:1 INDEX | WOODWORK — JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

12:2 INDEX | METAL WORK — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

TRADES — CAREER CLUSTER — 12: INDEX

12:3 INDEX | MASONRY JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

12:4 INDEX | ELECTRICAL JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

BEST COPY AVAILABLE

12:5	FINISHING & PAINTING
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

12:6	HEAVY EQUIPMENT
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

TRADES	12 :
CAREER CLUSTER	INDEX

12:7	MECHANICS
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

12:8	SERVICEMEN & REPAIRMEN
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
g.				

TRADES — CAREER CLUSTER

12: INDEX

12:9 INDEX | not elsewhere classified JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

INDEX | JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

TRANSPORTATION — CAREER CLUSTER

13: — INDEX

13:1 — INDEX

HIGHWAY — JOB FAMILY

Some of the establishments which hire people in this job family are.

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

13:2 — INDEX

RAIL — JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

BEST COPY AVAILABLE

TRANSPORTATION	13:
CAREER CLUSTER	INDEX

13:3	AIRBORNE
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

13:4	PIPELINE
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

13:5	WATER
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities.

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

13:6	not elsewhere classified
INDEX	JOB FAMILY

Some of the establishments which hire people in this job family are:

A. _____ F. _____

B. _____ G. _____

C. _____ H. _____

D. _____ I. _____

E. _____ J. _____

These people have been contacted and are willing to act as resource people for individual guidance or for classroom activities:

	Name	Occupation	Phone	Date of Last Contact
a.				
b.				
c.				
d.				
e.				
f.				
g.				

APPENDIX A

Dear (Chamber Member),

The guidance department of (Your School) Public School is soliciting the cooperation of people from all walks of life to make themselves available as consultants to students interested in, or investigating, your occupation.

Would you be willing to help us in one or both of the following ways?

1. On-site Visit. This program would allow the student to visit you at your place of business. Having students visit you on the job we feel is the most realistic approach to career awareness. Most on-site conferences may have to be after school hours, on Saturday, or possibly during the summer months. These visits will be arranged through the guidance office by appointment at your convenience.
2. Guest Speaker. Under this program you would be called upon to speak at school to a group of young people about your occupation. Guest presentations will be kept as informal as possible. Again, an attempt will be made to schedule any presentation at your convenience.

The guidance department feels that no one can do as good a job of informing young people interested in your chosen field as you can. We cannot predict the extent to which students will use this service; however, I will not let this program become a burden to any volunteer.

If you are willing to take part, your name will be included in the school's Community Resource Directory. Additional information will be sent at a later date to those of you willing to take part in this program. If you are interested in participating, contact (Your Name) at (Your Phone Number) or return the bottom portion of this letter.

Sincerely,

(Your Name)

Return to:
Your Name
Your School
Address

I would like to be listed in the school's Community Resource Directory and can help in the following ways:

_____Yes _____No On-Site Visit Program

_____Yes _____No Guest Presentation Program

NAME_____

OCCUPATION_____

TELEPHONE_____

APPENDIX B

COMMUNITY RESOURCE DIRECTORY

	Name	Occupation	Phone
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			

APPENDIX C

(SCHOOL LETTERHEAD)

TO: All Parents

FROM: Guidance Office (Your Name)

In developing a career awareness program, I would like to develop a resource list of all the work experiences of the parents of our students. The purpose of this list is to seek out parents who have work experience in fields of interest to our students. If you are interested in participating in this program, your name will be included in our Community Resource Directory along with the names of other community members. When this information is compiled, you may be contacted and asked to spend some time with a student(s) interested in your occupation. The guidance department feels that no one can do as good a job of informing young people interested in your chosen field as you can. We cannot predict the extent to which students will use this service; you might have several students who would want to visit you during the year, or perhaps very few. If you would like to have your name entered in the Community Resource Directory, please complete the attached questionnaire.

Mother's Name_____ Telephone Number_____

Present or former occupation(s)_____

_____

Father's Name_____ Telephone Number_____

Present or former occupation(s)_____

_____

APPENDIX D

TO: All Staff Members in the _____ Public School System

FROM: Guidance Office (Your Name)

As a part of our career awareness program, I would like to develop a resource list of the work experiences of all school staff members. The purpose of this list is to seek out staff members who have had work experience in fields of interest to our students. If you would like to participate in the career awareness program, your name will be included in a Community Resource Directory along with the names of community members who have volunteered to discuss their career with interested students. When this information is compiled, you may be contacted and asked to spend some time with a student(s) interested in one of your previous occupations. I cannot predict the extent to which students will use this service, but I will not let this program become a burden on any volunteer.

If you would like to volunteer, please complete this questionnaire and return it to me as soon as possible. Thank you.

Name_____

Occupation(s)_____

_____

_____

_____

APPENDIX E

(SCHOOL LETTERHEAD)

SENIOR CITIZENS

The guidance department of _____ Public Schools is soliciting the cooperation of senior citizens to make themselves available to students interested in, or investigating, your former occupations. The purpose of this request is to seek out members of the senior citizen community who have had work experience in fields of interest to our students. If you would be willing to spend some time with a student or students interested in your former occupation(s) your name will be included in a Community Resource Directory. The directory is a compilation of all community members who have volunteered to serve as career advisors. The guidance department feels that no one can do as good a job of informing young people interested in your chosen field as you can. We cannot predict the extent to which students will use this service; you might have several students who would want to visit you during the year, or perhaps very few. If you are interested in volunteering, complete the attached sign-up sheet.